



REQUEST FOR QUALIFICATIONS (RFQ) #09-003

ONE-STOP CAREER CENTER SERVICES

Issue Date: Friday, May 22, 2009

Administered By:



Equal Opportunity Employer/Program
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities
TTY: 562.570.4629

TIMELINE

DATE	ACTION
May 22, 2009	RFQ Released
May 29, 2009	Deadline for Submission of Questions by 4:00 p.m.
June 4, 2009	Proposals Due by 4:00 p.m.
June 4-8, 2009	Review of Submissions
June 8, 2009	Vendor Selection Announcements
June 23, 2009	Contract Recommendations Made to the LB City Council
June 24-26, 2009	Agreement Negotiations with Approved Vendors
July 1, 2009	Services Begin

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PURPOSE

This procurement is intended for agencies qualified and interested in providing workforce development project staffing services that support activities at the Network's One-Stop workforce development centers located throughout the Region. Services will be delivered onsite at Network facilities, at vendor facilities, and/or at other community-based locations. Agreements will initially be entered into for a one-year period, July 1, 2009 – June 30, 2010. Upon demonstration of successful service provision, the Network will consider options for annual renewal in 2010-2011 and 2011-2012.

BACKGROUND

Administered by the City of Long Beach, the Pacific Gateway Workforce Investment Network (Network) coordinates and oversees services supporting the workforce needs of the residents and businesses of Long Beach, Signal Hill, Torrance, Lomita, Harbor City, Harbor Gateway, San Pedro, and Wilmington.

The Network's Workforce Investment Board (WIB) serves, alongside the local chief elected officials of Lomita, Long Beach, Signal Hill and Torrance, as the policy and oversight entity for Workforce Investment Act (WIA), American Recovery and Reinvestment Act (ARRA) and other County/State/Federal funds that serve these communities. The WIB provides strategic oversight for WIA-funded youth, adult, and business workforce programs. The Network funds and administers programs at the following locations:

- Career Transition Center, 3447 Atlantic Avenue, Long Beach, 90807
- Center for Working Families, 1900 Atlantic Avenue, Long Beach, 90806
- Harbor WorkSource Center, 1851 N. Gaffey Street, Suite F, San Pedro, 90731¹
- Torrance Career Center, 1220 Engracia Avenue, Torrance, 90501²
- Youth Opportunity Center, 3447 Atlantic Avenue, Long Beach, 90807
- Multiple non-profit and education institutions throughout the region

Customer Services Provided at One-Stop Career Centers

At the One-Stop Career Centers above, Network staff provides one-on-one career counseling, employment assistance, educational and career assessments, goal setting, resources for referrals, labor market information, and a variety of skill development workshops. Current skill development investments focus on computer skills, basic academics, work readiness and preparation, short-term prevocational training, on-the-job training, and targeted industry training. The Network also connects jobseekers to employment assistance, career counseling, assistance with planning and job searching resources, and access to hiring events and recruitments.

¹ The Harbor WorkSource Center is funded by the City of Los Angeles and its WIB.

² Planned, formal opening in Summer 2009

Integrated Services at One-Stop Centers

At the Career Transition Center, Torrance Career Center, and Center for Working Families, a service delivery integration model has been implemented that is skill-based and that moves each client through a common set of value added services designed to increase their employability and their ability of retaining and advancing in jobs. This skill-based shift focuses particular attention to business demand for a prepared and skilled workforce with less emphasis on program requirements. Within the Centers, there is less emphasis on self-help and general resource room activities, and more on assessment, career coaching, and specific skill development. Our commitment to customers is that the Network will help them to: 1) know their skills, 2) develop and/or improve their skills, and 3) get the best job possible with those skills.

Youth Opportunity Center Services

Through a network of community-based organizations and educational entities, the Youth Opportunity Center conducts and coordinates various services for youth ages 14 – 24. These services include the provision of information on education and employment pathways connected to key industries; entrée to volunteer positions and community resources; access to the Center's labor marketing information, career exploration and other related equipment; academic and career advisement; and youth-focused Career Academies operated by local non-profits and education institutions that align with high-growth/high-wage career opportunities.

The Center's Hire-A-Youth Program provides specific employment preparation and placement support to youth around work experience and internship strategies; job shadow opportunities; hiring events, including the annual Summer Opportunities job fair; employment preparation and work readiness workshops; and job coaching.

Currently, the Center provides foundational work readiness components to support programs both in-house and through partnering agencies. For example, through the Hire-A-Youth Program, a locally issued work readiness certificate is currently awarded to youth who successfully complete a series of three employment preparation workshops.

Service Specifications

Currently, staff of the Network is hired through the City of Long Beach, the Employment Development Department, contracted agencies, community-based organizations, other State partners, and non-profit organizations. In order to provide high-quality services to one-stop center customers, the Network is seeking proposals from potential one-stop services vendors that are able to provide qualified staff for project services to the Network's one-stop career centers. **Those functions include the generic category of employment specialist, through which typical professional functions needed and to be bid on include career counseling, job development, assessment, and job coaching.**

One-stop career center services are determined by the availability of state, federal, and local funding, and are driven by customer needs. Because a majority of functions and

positions are strictly grant-funded, there is often a need to fulfill limited-term staffing needs throughout the year with the awarding of new competitively procured grants or discretionary funding allocations. Staff will be located at the various Network one-stop centers, Monday through Friday, 8 a.m. to 5 p.m. However, adjusted work schedules and extended hours may take place as determined by special projects and events.

Managers of the one-stop career centers will provide day-to-day project direction to staff located at Network facilities. Through vendor contracts, joint coordination of staff will occur between the agency management and Network staff. The Network will provide the contract staff members with all necessary equipment to be successful in their position(s) (e.g., computer equipment, workspace, supplies, professional development). Network managers will also coordinate with vendor agency management to assist employer in the accurate completion and verification of timesheets, fiscal documentation, evaluations, etc. Staffing services typically procured through approved vendors include employment specialists/career counselors, case managers, resource center specialists, intake specialists, etc. Personnel decisions relative to staff from outside agencies are made by the vendor/employer and coordinated with Network managers. The Network will have the final decision and authority on all staff placements at each one-stop career center.

Any resulting vendor contracts will be cost reimbursement, with monthly billing required. A fee schedule of costs will be requested upon coordination of needs with an approved vendor. The total amount of administrative costs will not be allowed to exceed 10% of the total costs (final amounts will be determined during contract negotiations with successful vendors). In order to accommodate the coordination needs of successful vendors, the Network will allow a .25 FTE management position charge (up to \$20,000 maximum) when a vendor contract is established to cover costs of personnel management (e.g., performance evaluations, employees performance coaching, etc.) and accommodate the hiring needs at each location. Through this procurement, the Network intends to establish a qualified one-stop career center services vendor list.

SUBMISSION REQUIREMENTS

Provide a response to the Narrative Questions regarding the proposed one-stop career center staffing services to be implemented in the Network's service area. This section is limited to five single-sided, single-spaced pages. There is no limit to the attachments section.

Narrative Questions

1. Vendor Experience and Background – please describe the relevant experience and background the vendor brings to the Network service delivery system. Describe information on why the applicant is qualified to provide one-stop career center services for staffing and discuss prior experience. Describe any specific experience the applicant has delivering services in the Network's service area, or in similar strategies.

2. Effective Administrative Systems – please describe the administrative, fiscal, and management systems currently in place to facilitate effective service delivery within the one-stop career center system. Effective systems include clearly defined mechanisms for expenditure and cost allocation, reporting, and the ability to submit invoices on a timely basis. Please explain how your agency will oversee and administer a contract for staff that is/are housed offsite, including impact on your personnel functions. Describe how your agency will track and administer payroll for staff involved in a potential vendor contract and how your agency will track and report monthly expenditures by cost category.
3. Proposed Cost for Services – please outline the costs associated with providing management support if awarded a vendor contract (.25 FTE) (up to \$20,000 maximum). Indirect costs are limited to 10%, and other costs associated with specific staffing positions will be negotiated prior to positions being filled. Explain the cost and compensation structure your organization would deploy for compensation of professional level functions described in the Service Specifications sections. Also indicate any barriers or limitations to flexibility in compensating proposed employees consistent with industry trends for workforce development professionals. Describe any other costs to be borne by the Workforce Investment Network.
4. Letters of Reference – vendors must include two letters of reference from other contracted entities for services provided within the last five years. Reference letters must be on referring agency letterhead and provide details of the services that were provided and outcomes obtained (may be a photocopy). Letters should also include contact information for use by the Network’s contract review team during the proposal evaluation period.

Submission Instructions

Completed proposals must be typewritten in Arial size 12 font on 8 ½” x 11” white paper (one-sided pages) bound by one staple or binder clip on the top, left-hand corner. Narrative responses are limited to a total of five pages, and there is no limit to the attachments section. Required forms do not count towards any page limitation. Proposals may not be submitted in binders or covers. Any documentation provided as evidence with the proposal becomes part of the proposal document submitted to the Network and will not be returned to the vendor.

Five copies of each proposal, of which one must bear original signatures using blue ink, must be submitted to:

Review Team – RFQ 09-003
Pacific Gateway Workforce Investment Network
3447 Atlantic Avenue
Long Beach, CA 90807

All proposals must be received no later than 4:00 p.m., Thursday, June 4, 2009. Proposals will be accepted by hand-delivery, US Postal Service mail, or mail courier services only. **Proposals will not be accepted via email or fax. Proposals received after the deadline will be deemed non-responsive and will not be reviewed.**

Questions regarding the requirements or content of this RFQ will be accepted in written format only. All questions should be either emailed or faxed to: **workforce_dev@longbeach.gov** or **(562) 570-3704.** The deadline to submit questions is 4:00 p.m. on Friday, May 29, 2009. Questions and responses will be posted on the Network's website, www.pacificgatewayworkforce.com.

Submissions must address all sections and narrative questions identified in the Submission Requirements section of this RFQ. Responses that omit responses to required sections will be considered non-responsive. To assist raters in effective evaluation, please number and restate questions in the same order as they appear in this RFQ document. Incomplete proposals will not be reviewed. A complete proposal must include the following information/completed forms in the following specified order:

- a. RFQ Cover Sheet (Attachment A)
- b. Narrative Responses
- c. Letters of Reference
- d. Board of Directors List (if applicable)
- e. Agency Experience Verification Form (From One Contracting Agency, Attachment B)
- f. Debarment Certification (Attachment C)
- g. Drug-free Workplace Certification (Attachment D)
- h. Lobbying Certification (Attachment E)

EVALUATION PROCESS / CRITERIA

Complete submissions received by 4:00 p.m., Thursday, June 4, 2009 will be reviewed based on criteria further explained below.³ Staff may conduct site visits or interviews with vendor staff to determine the vendor's capabilities in providing proposed services. The following criteria have been developed to score workshop proposals received under this solicitation:

▪ Vendor Experience and Background	25 Points
▪ Effective Administrative Systems	30 Points
▪ Proposed Cost for Services	25 Points
▪ Letters of Reference (2)	10 Points
▪ Proposal Submitted According to Stated Guidelines	<u>10 Points</u>
Total Points Possible	100 Points

³ The City of Long Beach and the Pacific Gateway Workforce Investment Network reserve the right to reject any or all proposals.

GENERAL INFORMATION

Vendors awarded agreements under this RFQ must be ready to implement agreed upon services beginning July 1, 2009. Network staff will work with contract awardees to determine available staffing positions and salary structure.

1. The information submitted in response to this solicitation is not legally binding. However, any financial agreements based on the proposals and subsequent negotiations become legally binding after both parties have signed them. All resulting agreements, financial and non-financial, will provide mutual termination clauses between the two agencies.
2. The City of Long Beach, administering entity for the Pacific Gateway Workforce Investment Network, has the right to reject any proposal that does not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions will not be reviewed. The submission must contain accurate and complete information as requested by the RFQ. The City reserves the right to disqualify any submission that contains inaccurate information.
3. All submissions become the property of the City and Workforce Investment Board. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition and either reissue the RFQ or enter into a sole source agreement with the sole respondent. The City reserves the right to select more than one party to provide these services.
4. If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition and either reissue the RFQ or enter into a sole source agreement with the sole respondent. The City reserves the right to select more than one party to provide these services.
5. The term of the initial agreement will be for 12 months. The agreement will begin on July 1, 2009 with an option to extend the term up to two years depending on funding and performance. An extension may be approved based on the following factors: availability of funds, successful performance per contract terms, and the expressed needs of the customer and Network.
6. Should new WIA legislation or Recovery Act changes/clarifications related to the Workforce Investment Network's funding of program delivery occur during the RFQ funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.
7. Payments for the service described in this RFQ will be paid on an agreed upon Fee Service Schedule. Payment is contingent upon the satisfactory achievement of the

standards and goals of the agreement as determined by the City in accordance with negotiated completions and standards.

8. The Workforce Investment Network will review responses as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission.
9. Any costs proposed within the submission must be valid from the date of the proposal through June 30, 2010, at minimum, and must include any/all costs expected to be paid by the Network.
10. No late submissions, whether mailed or hand-delivered, will be accepted.
11. Respondents may be asked to provide additional information as needed.
12. The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix. Agreements will reference the Appendix, but will not be available for public viewing. The entire submission cannot be held confidential; designations must be very specific.
13. The City will retain all materials. It reserves the right to reject any or all submissions and to partner and/or enter into agreements in its best interest. The City reserves the right to solicit further submissions based on level of response or changes in available funding or program design.
14. This announcement and its attachments are an RFQ and are invitations for prospective firms/community organizations to respond. Although this solicitation is in RFQ format and will follow RFQ conventions, the City expressly intends that the procurement of one-stop career center providers is a professional service and is not bound solely by the lowest price, where costs apply.
15. Contract awards will be based upon several factors, including but not limited to cost, qualifications to provide such services, and content supporting proposed services.
16. Organizations proposing must be Affirmative Action/Equal Employment Opportunity Employers. Contractors will be required to meet EEO requirements as applicable.
17. Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Network policy set forth the guidelines for grievance procedures in connection with WIA programs operated by the City. These sections govern appeals of RFQ funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated

a provision of the Workforce Investment Act (Public Law 105-220) or its regulations; and/or the City has violated a provision of the RFQ's stated process.

There can be no appeal of the funding decisions, unless based on either of the above circumstances. Appeals must be in writing and cite the section of the law and/or the RFQ that has been violated. Appeals must be received within three (3) business days following issuance of a notice of funding recommendations. A hearing date will be set within five business (5) days of an appeal. Appeal must be submitted by fax or mail to:

Appeals Team – RFQ 09-003
Pacific Gateway Workforce Investment Network
3447 Atlantic Avenue
Long Beach, CA 90807
Fax: (562) 570-3704

Copies of the above-referenced laws, regulations, and City policy may be obtained upon request.

18. For resulting agreements that are financial in nature and in order to contract for funds with the City, an organization must:
- a. Not currently be listed on any federal, State of California, or local Debarment List;
 - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;
 - c. Provide valid documentation of a Long Beach business license. All approved vendors must have a business license with the City of Long Beach. Proof of business license possession will be requested during contract negotiations and is not required at time of proposal submission. Any business located in Long Beach or providing a service in Long Beach must obtain a business license. Businesses operating without a license may be subject to fines. Information about business licensing can be obtained by calling (562) 570-6211 or by accessing http://www.longbeach.gov/finance/business_license/general_information.asp online;
 - d. Provide documentation of current fiscal and compliance audits, as required by law;
 - e. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
 - f. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;
 - g. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
 - h. Ensure that reports and/or documents contain correct information;
 - i. Adhere to and sign forms regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
 - j. Ensure that:
 1. Funds are not used to assist, promote, or deter union organizing;

2. Funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship
- k. File required insurance documentation with the City's Risk Manager. The City must review all documentation requirements that subcontractors must carry:
 1. Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage
 2. Workers' Compensation as required by State law
 3. Blanket Honesty Bond for at least 25% of the amount of the grant
 4. Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles
 5. The City and its Officers, Employees, and Agents are to be covered as additional insured
 6. Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City
19. Organizations eligible to submit responses include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.
20. As additional funding and funding streams become available, the Network reserves the right to continue to fund existing contractors, competitively procure other providers, or fund additional activities that are in the best interest of the Network and WIB.
21. Agencies that have held a contract with the PGWIN that have been de-obligated as a result of performance within the twelve months are not eligible to apply for vendor opportunities under this solicitation.

RFQ ATTACHMENTS

- A. RFQ Cover Sheet
- B. Agency Experience Verification Form
- C. Debarment Certifications
- D. Drug Free Workplace Certifications
- E. Lobbying Certification
- F. Pacific Gateway Workforce Investment Network Coverage Area Map

ATTACHMENT A – RFQ COVER SHEET

Legal Name of Organization: _____

Contact Person and Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID #: _____

Website Address: _____

Legal Status of Organization (Please Check One):

- | | |
|---------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Public Agency/Government | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Private-for-Profit Corporation | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Other: _____ |

Number of years organization has been in operation: _____

If a corporation, indicate State and year organization was incorporated: _____

Does the organization have a board of directors or business advisory group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please provide a list of the names of the members, their address, and their phone numbers in the attachments section of the proposal.

Acknowledgment:

In compliance with the Request for Qualifications, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Tile	Date
----------------------------------------------	------

Signature of Authorized Representative	Date
----------------------------------------	------

ATTACHMENT B - AGENCY EXPERIENCE VERIFICATION FORM

This Section to be completed by RFQ Applicant:

A. Applicant Lead Agency Name:		
B. Funding Source Name:	C. Contact Person and Telephone No.:	
D. Contract Period:	E. Types of Funds:	
F. Amount Received:	G. Amount Spent:	
H. Contract Activities:	I. Years Working with this Funding Source	

*This Section to be completed by RFQ Applicant's **Funding Source**:*

J. Administrative Experience		YES	NO
1.	Has the agency shown the capability to successfully administer grant funds and meet contracted goals? (If "No," provide comments in section M)		
2.	Has the agency successfully resolved performance problems in a timely manner? (If "No," provide comments in section M)		
3.	Has the agency consistently submitted complete and accurate records and reports in a timely manner? (If "No," provide comments in section M)		
4.	Have there been any findings of irregularities regarding the agency, its officers, its Board of Directors? (If "Yes," provide comments in section M)		
5.	Has the agency had costs questioned by an audit or monitoring review? (If "Yes," provide comments in section M)		
6.	Does the agency have unresolved disallowed costs? (If "Yes," provide comments in section M)		

K. Probation Sanction		YES	NO
1.	Has the Applicant/Lead Agency been placed on probation in any program it has administered through your funding source? (If "Yes," provide comments in section M)		
2.	Has the Applicant/Lead Agency been sanctioned or had program funds de-obligated in any program it has administered through your funding source? (If "Yes," provide comments in section M)		

List performance measures that have been utilized either by the funding source or in-house to measure the success of applicant's services or program.

L. Performance Measures (e.g. Entered Employment Rate)	Benchmark Performance Level (e.g. 60% after exit)	Agency Performance Level (Actual Agency Performance Level)

ATTACHMENT B continued - AGENCY EXPERIENCE VERIFICATION FORM

Comments (Attach additional pages if needed):

AUTHORIZATION OF VERIFICATION REPORT:

Authorized Signature of Agency Verifying Report

Date

Name of Authorized Signatory Verifying Report

Title

Telephone Number

Fax Number

E-mail Address

RFQ APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION:

On behalf of my organization, I am authorizing the funding agency named on line B to release the information requested on this AGENCY EXPERIENCE VERIFICATION FORM and any other information that will aid the Pacific Gateway Workforce Investment Network in evaluating our demonstrated ability in providing workforce related services. All information so released will become part of a public document, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Authorized Signature of Respondent/Agency

Date

Name of Authorized Signatory

Title

Telephone Number

Fax Number

E-mail Address

ATTACHMENT C - DEBARMENT CERTIFICATIONS

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower
Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative

Title of Authorized Representative

Agency

Date

ATTACHMENT D - DRUG FREE WORKPLACE CERTIFICATION

The Long Beach City Attorney has mandated that all potential sub-contractors complete the following Drug-Free Workplace Certification form.

LEGAL NAME OF AGENCY: _____

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace,
 - 2. The person's or agency's policy of maintaining a drug-free workplace,
 - 3. Any available counseling, rehabilitation, and employee assistance programs, and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(c), that every employee who works for the proposed contract or grant:
 - 1. Will receive a copy of the agency's drug-free policy statement, and
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Official's Name: _____

Date Executed: _____ Executed in County of: _____

Signature: _____

Title: _____

Federal I.D. Number: _____

ATTACHMENT E - LOBBYING CERTIFICATION

FEDERAL CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. All sub-recipients of subcontracts, sub-grants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Signatory

Title

Signature

Date

ATTACHMENT E continued - LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-grantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in item 4 check "sub-awardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."

(continued)

ATTACHMENT E continued - LOBBYING CERTIFICATION, SF-LLL INSTRUCTIONS

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

ATTACHMENT E continued - LOBBYING CERTIFICATION, SF-LLL Form

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action	2. Status of Federal Action	3. Report Type:
a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application b. initial award c. post-award	a. initial filing b. material change For Material Change Only: Year _____ quarter _____ Date of last report _____

4. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency	7. Federal Program Name/Description: CFDA Number, if applicable:
8. Federal Action Number, if known:	9. Award Amount, if known: \$
10 a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	10b. Individual Performing Services (include address if different from No. 10a.) (last name, first name, MI):
(Attach Continuation Sheet(s) SF-LLL-A, if necessary)	
11. Amount of Payment (check all that apply): \$ _____ actual \$ _____ planned	13. Type of Payment (check all that apply): a. Retainer b. one-time fee c. commission d. contingent fee e. deferred other; specify: _____
12. Form of Payment (check all that apply): a. cash b. in-kind; specify: nature _____ value	

14. Brief Description of Services Performed or to be Performed and date(s) of Service, including Officer(s), Employee(s) or Member(s) contacted, for Payment indicated in Item 11:

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached:	Yes	No
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16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _(____)_____

ATTACHMENT F - WORKFORCE INVESTMENT AREA MAP

